

Opening Date: August 5, 2013
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 13-37
Monthly Salary: \$7,000/mo
Group/Class: B26/0259
Travel: None
Division: Finance
Number of Positions: 1

JOB VACANCY NOTICE

Financial Systems Analyst

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Performs advanced functional systems and data analysis on agency financial systems. This position will act as a liaison between functional staff and information technology staff and analyze financial user requirements, procedures, data and problems in order to find automated solutions. This position will be responsible for leading project teams and will work under minimal direction with extensive latitude for use of initiative and independent judgment.

Essential Job Functions

- Directs and /or oversees the financial management systems of the agency
- Provides security and system access for agency financial systems and oversight of agency systems such as USAS, USPS, Trust Portal, agency accounting system, eTSS Leave system, etc.
- Manages project schedules, budgets, and communications necessary to implement financial system projects
- Develops plans and recommendations for automated financial systems and/or hardware
- Analyzes current processes and data for automated solutions
- Performs and leads the testing of new applications and maintenance of financial systems
- Develops and/or provides training on financial systems
- Ensures financial system compliance with legislative and Comptroller guidelines, requirements and systems
- Coordinates financial system functional and data needs with information technology staff
- Conduct troubleshooting of systems as needed

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in business, computer science, information systems, or related field
- Six years of experience administering financial systems
- Relevant experience may be substituted for education on a year-for-year basis

Preferred Qualifications

- Certified Public Accountant, Accounting Degree or significant number of accounting coursework hours

Knowledge, Skills, and Abilities

- Skill in the analysis, design and maintenance of financial systems
- Skill in analyzing, querying, manipulating, and reporting of financial data
- Ability to write and evaluate analyses, documentation, proposals, plans, policies, procedures, standards and reports
- Knowledge of and experience with financial systems, including (USAS)
- Knowledge of and experience with state leave policies
- Knowledge of and experience with Microsoft SSRS
- Ability to plan, organize, schedule, assign, and monitor assigned projects from inception to completion
- Ability to communicate effectively both verbally and in writing
- Ability to work efficiently in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines
- Ability to work as a team member and leader in a professional and effective manner
- Knowledge of and experience with word processing and spreadsheet software

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)
Posting number 13-37

Remarks

- Copy of required academic transcripts must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.